

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:**                      **HOUSING SPECIALIST I**

**DEPARTMENT:**                **HOUSING AND REDEVELOPMENT**

**BASIC FUNCTION:**

Performs eligibility, inspection, placement and relocation work for the City's Section 8 Housing Assistance program.

**KEY RESPONSIBILITIES:**

Interviews and advises applicants seeking admission to the housing program, and counsels tenants to ensure compliance with Tenant Occupancy Regulations.

Prepares applications, on behalf of applicants and reviews all documents required of applicants.

Maintains documentation according to established program guidelines.

Verifies income and housing status through written inquiry or telephone contacts.

Makes computations to determine eligibility and recertifications.

Reviews and resolves complaints from tenants; conducts informal counseling to resolve complaints.

Calculates tenant and housing assistance plan portions of contract rent according to established program guidelines, including establishment and administration of accounts receivables.

Answers questions and gives information related to the housing program.

Prepares documents to process payments.

Assists in the preparation of special statistical reports.

Conducts applicant-briefing sessions.

Interviews and advises applicants seeking admission to the program.

Makes computations to determine client eligibility.

Performs related duties as required.

**QUALIFICATIONS:**

**Knowledge of:**

Rules and regulations involved in HUD housing programs.

Methods of statistical data collection and analysis.

Record keeping and reporting procedures.

**Ability to:**

Complete complex forms accurately.

Work effectively with program applicants, tenants and property owners.

**EXPERIENCE AND EDUCATION:**

Any combination equivalent to the education and experience that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Equivalent to the completion of the twelfth grade, preferably supplemented by specialized secretarial or business training and one year of experience working with a HUD Section 8 program.

**HIGHLY DESIRABLE CHARACTERISTICS:**

Ability to communicate clearly and concisely in English and Spanish.

**General Employee**

**Salary Schedule**

**General Employees Salary Ranges**

**Benefits**

**City of Carlsbad General Employee Benefits**